

## EQUITAS ACADEMIES TRUST



**EQUITAS**  
— ACADEMIES TRUST —

## ATTENDANCE AND REGISTER OF PUPILS POLICY

Review Date: **November 2023**

To be Reviewed: **November 2024**

Agreed: **Raising Standards**

Policy Lead: **DSL/Headteachers**

**ATTENDANCE AND REGISTER OF PUPILS POLICY**

**1. INTRODUCTION**

Equitas Academies Trust is committed to ensuring that all pupils achieve the highest possible attendance, this is to ensure that all students achieve their full potential. A minimum attendance of 95% is expected of all students and every opportunity will be used to convey to students and their parents/carers the importance of regular and punctual attendance.

The Trust believes that the promotion of good attendance is an integral part of the overall pastoral care across the Trust

The Trust aims to ensure that:

- Attendance and punctuality are highly valued by all members of staff and that this is regularly reinforced by the Headteachers, Teachers and Senior Management Teams of both Academies within the Trust
- Children who attend regularly and achieve very good or excellent attendance (95%+ or 100%) are rewarded with prizes and certificates as appropriate
- Pupils who are late or have been absent are told that they have been missed and what it means for them and others
- Clear procedures and practices are established with good channels of communication
- Attendance is regularly monitored, and data is collected and analysed and used to set or revise targets for improvement
- Pupils who are absent will have work adapted to help them catch up and to minimise problems on return to school if the absence extends over a long period
- Parents are contacted at an early stage whenever there is cause for concern and offered support and an opportunity to discuss any problems

**2. REGISTRATION**

Each Academy within the Trust uses Bromcom, an online electronic registration system to provide high quality official registers with clear and unambiguous codes for attendance and absence. All teachers in charge of a class or tutor group are required to manually complete the online register at the beginning of every morning and every afternoon session.

Once completed, the registers are submitted, and the administration team have direct access through the administration console. Incomplete registers are reviewed and addressed.

This electronic registration offers increased security for attendance data by storing information in a password protected site. The administrator's responsibility is to check for inaccuracies and review any errors. Class Teachers realise the importance of accurate and prompt completion of these records and paper registers are provided if required to ensure that a back-up system is in place.

### **3. Legislation and Guidance**

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Keeping Children Safe in Education (2023)
- Mental health issues affecting a pupil's attendance: guidance for schools
- Working Together to Safeguard Children

By law all children of compulsory school age must receive full time education.\* Parents/carers are expected to perform their legal duty by ensuring that their child is registered at a school and is attending regularly and punctually-by making other legal arrangements to provide an education. Failure to do so could lead to the Local Authority taking legal action against that parent/carer.

The Government expects schools to:

- Promote good attendance and reduce absence, including persistent absence (attendance which falls below 90%);
- Ensure every student has access to full-time education to which they are entitled; and
- Act early to address patterns of absence.

\*Definition of parent: Section 576 of the Education Act 1996

A parent in relation to any child or young person, includes any person:-

- a) all natural parents, whether they are married or not;
- b) who is not a parent but who has parental responsibility for him/her; or
- c) who has care of him/her

This also includes all absent parents who must have regular contact and an ability to influence the child including his/her attendance (separated parents who do not accompany the other parent on the unauthorised leave should not be included). Parental partners can be included (whether they are married or not), or the natural parent of the child as they have 'care' of the child. If a pupil lives with a grandparent or older sibling as their main carer they can also be included as they are the main care provider.

#### **4. REGISTRATION PROCEDURES**

The accurate and prompt recording of student attendance is essential. Attendance is marked by Form Tutors and Classroom Teachers twice per day (am and pm) using Bromcom. The data is collated and populated on each Academies' management system.

Any student who is absent from school at morning or afternoon registration must have their absence recorded as 'authorised', 'unauthorised' or as an 'approved educational activity' (attendance out of school). Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for a student's absence at registration, then the absence will be recorded in the first instance as unauthorised.

The coding for any absences will be in accordance with the guidance provided by the Department for Education (see Appendix A and F).

Unauthorised absences are those which the Academy does not consider reasonable and for which no 'leave' has been granted. This includes keeping children off school unnecessarily, truancy, absences which have never been properly explained and children who arrive at school late

Parents are contacted on the first day of absence if they have not informed the Academy of their child's absence.

#### **5. DUTIES AND RESPONSIBILITIES**

##### **Trustees**

- To ensure that the actions outlined in the Attendance Policy are carried out and that the schools complete formal referrals when required and appropriate to do so.
- Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensure school leaders fulfil expectations and statutory duties.

##### **Headteacher**

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Trustees
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary alter to ensure school follows current statutory and Trust practices.

##### **Attendance Lead**

- To oversee and monitor the Trust attendance policy and report to the senior leadership team.
- To liaise with outside agencies and ensure that parents/carers are aware of their child's school attendance.

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- To prepare statistics for the Local Authority, DFE and other appropriate external agencies and authorities
- To reinforce good practice through tutor group / class / year group meetings and assemblies
- To support students/parents/carers in order to raise individual school attendance
- To reward students who attend well

### **Form Tutors and Teaching staff**

- To mark a computerised register in the morning and afternoon using Bromcom
- secure reasons for absence from parents/carers
- To maintain and check attendance patterns and report students who have poor attendance.
- Raise concerns with senior leaders if patterns of non-attendance are noted or if absences raise a concern

### **Pupils**

- To attend when required and be punctual
- To ensure that they receive their mark

### **Parents/Carer**

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Ensure their child attends school on time
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness and always on the first day of absence.
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.

### **Senior Leaders**

- Ensure all attendance procedures are followed.
- Ensure all attendance data is tracked accurately and students with attendance concerns received the appropriate intervention outlined in this policy
- Ensure that amendments to statutory processes and or procedures are implemented as required

## **6. Improving Attendance and Persistent Absence**

If a pupil misses 10% or more schooling across the school year, for whatever reason, they are defined as persistent absentees. Absence for any reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education.

The school will;

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school and/or local authority considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Contact parents if their child has had absence and their attendance level is falling towards 90%, depending on the reasons for the absence, they may be invited to attend a meeting with the Attendance leader/officer and the Family Support Worker.
- Mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. The pupil's parent/carer may be asked to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- Offer Early Help Support to students and families requiring additional help, which could be in the form of in school support or referrals to outside agencies.
- Support Students/families who are referred by the Academy using the Family Early Help Assessment Plan (FEHAP) and a named family worker is identified as a point of contact
- Liaise with the Family Support Worker (FSW) or Pastoral Team who works with the family to ensure that the child(ren) do well at school, improve and maintain good attendance.
- Work closely with the family and external agencies to improve attendance where a child has a disability, Education, Health and Care (EHCP) plan and/or an assigned social worker
- Ensure that where there are safeguarding concerns, intensify support through statutory children's social care.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.

## **7. MONITORING AND FOLLOW UP**

Data arising from registration may be used to monitor patterns of lateness and absence across the Academy to identify trends in relation to, for example gender, various groups, any half termly patterns and of course any individual pupils. This information needs to be easily available to the appropriate people within the Trust including the Headteacher and Class Teacher in order to plan effective responses and then set targets for improvements. Each Academy within the Trust also reports on attendance data to the Trust Board each term, in order that they can work together in planning and setting targets for the improvement of attendance rates. Each Academy is required to publish data in relation to the levels of absenteeism in the School Prospectus and in reports to the Trust Board.

## **8. EXTENDED LEAVE OF ABSENCE AND LEAVE IN TERM TIME**

A number of families request to take holidays or visit relatives abroad during term time. Term time holiday or visits overseas are only rarely granted and only then in exceptional circumstances and may only be authorised by the Headteacher. Information for Parents and Carers outlining their legal responsibilities regarding attendance and highlighting the negative impact on

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educational progress and achievement is made available to all parents/carers. Taking holidays or visiting relatives during term time without the express permission of the Headteacher will be regarded as unauthorised absence and parents may be fined or at risk of losing their child's place.

### **9. IN CONCLUSION**

It is our belief that good attendance and punctuality is at the heart of a pupil's progress and is, therefore, fundamental to the success of our schools.

Aston Manor Academy and Chilwell Croft Academy greatly appreciate working in partnership with parents to enable all pupils to reach their academic potential and to support their social development and for this to happen individual attendance needs to be as high as possible and we all need to play our part.

### **10. POLICY, ADOPTION, MONITORING AND REVIEW**

This policy was considered and adopted by the Trust Board in line with their overall duty. Parents / Carers will be issued with a hard copy of this policy upon request. It will also be made available to Parents / Carers via the Academies' website.

Trustees will review this policy annually prior to the start of the academic year to ensure attendance and registration procedure remain the same but may adopt any amendments outside of this timeframe in accordance with any new legislation or guidance.

**Date of next review: -July 2024**

APPENDIX A

Absence codes

**Code L: Late** arrival before the register has closed

**Code B: Off-site educational activity**

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils.

This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

**Consortia Schools**

Pupils attending consortia schools as part of their course only need to be placed on the registers of their 'main' school rather than on all of the schools they attend. They should be treated as guest pupils at the other consortia schools. The consortia schools however, must ensure they have suitable systems in place for monitoring and reporting the attendance and absence of the pupils involved, which must be shared with the 'main' school.

**Code D: Dual Registered** - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

**Code J: At an interview with prospective employers, or another educational establishment**

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

**Code P: Participating in a supervised sporting activity**

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

**Code V: Educational visit or trip**

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.



**Code W: Work experience**

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

**Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

**Code E: Excluded but no alternative provision made**

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

**Code H: Holiday authorised by the school**

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

**Code I: Illness (not medical or dental appointments)**

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

**Code M: Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

**Code R: Religious observance**

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

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### **Code S: Study leave**

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

### **Code T: Gypsy, Roma and Traveller absence**

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

### **Code G: Holiday not authorised by the school or in excess of the period determined by the Headteacher.**

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

### **Code N: Reason for absence not yet provided**

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

### **Code O: Absent from school without authorisation**

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

### **Code U: Arrived in school after registration closed**

School should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. However, the school reserves the right to determine reasons for lateness are not satisfactory. This means that, although the student is in school, she is marked absent for the entire morning session.

Administrative Codes: The following codes are not counted as a possible attendance in the School

### **Census: Code X: Not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

### **Code Y: Unable to attend due to exceptional circumstances**

This code can be used where a pupil is unable to attend because:

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- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity). This code is collected in the School Census for statistical purposes.

### **Code Z: Pupil not on admission register**

- This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

### **Code #: Planned whole or partial school closure**

- This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five noneducational days to be used for curriculum planning/training; and use of schools as polling stations.

### **Different Term Dates for Different Pupils**

- Schools and local authorities can agree to set different term dates for different year groups –
- e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.

APPENDIX B

**ASTON MANOR ACADEMY Attendance Policy and Procedures**

1. Guidelines

1.1 Attendance Procedure and Responsibilities Registers

Students should be present in their registration room for the start of registration at 8.45am each day. The Form Tutor or cover supervisor/cover teacher is responsible for the accurate recording of the attendance or absence of a student using the BROMCOM system.

Students are considered late if they are not in their Form room at 8.45am and will be marked as 'L' (Late arrival before register has closed). Should a student arrive after 9.10am then they will be recorded as 'U' (Arrived in school after registration has closed). All late students should sign in the Late Book based at the reception desk on arrival.

Any student who is absent from school at morning or afternoon registration must have their absence recorded as 'authorised', 'unauthorised' or as an 'approved educational activity' (attendance out of school). Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for a student's absence at registration, then the absence will be recorded in the first instance as unauthorised.

The coding for any absences will be in accordance with the guidance provided by the Department for Education (see Appendix).

Subject teachers are responsible for taking the lesson registers during the school day. Afternoon registration is taken after period 5 lesson again by their Form Tutor

1.2 Absence Calling First Day Absence

Parents/carers are expected to call the school before 9am on the first day of a student's absence giving the reason for the absence and their expected return date. If a call has not been received, a text is sent by the school asking the parents to contact the school with the reason for absence, this is recorded on BROMCOM. Parents/carers are also expected to call the school each day of continued absence unless advised otherwise by the Attendance Officer.

1.3 Third Day Absence

If a student remains absent and there has been no contact from parents/carers then the Attendance Officer will inform the SLT Attendance Lead and a visit to the home address will be made to ascertain the reason for the student's absence and if still unable to make contact, decide whether to make a referral to outside agencies. Notes of the home visit will be taken and recorded on BROMCOM, of there is no adult/ family member at home a standardised letter from school will be left requesting contact with school.

1.4 Absence of five days or more

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If a student remains absent from school for 5 days or more the school may ask for medical evidence to be provided.

### 1.5 Absence Notes

Notes received from parents will be recorded on the BROMCOM system and scanned where required. If no explanation is provided by parents for an absence, it will be recorded as unauthorised.

The school may request medical evidence to authorise absences immediately before and/or after school holidays where it is likely leave in term time may have been taken.

### 2. Frequent Absence

It is the responsibility of the form tutor to raise concerns over a student's continued absence with the Head of Year/SLT Attendance Lead. Further investigations may take place and the school's Family Support worker may carry out a home visit.

Students are expected to catch up on work/collect material or information missed during their absence and should speak to their Form tutor and subject teachers to ensure they are up to date on work, some of this will also be available on Firefly.

### 3. Persistent and Unauthorised Absence

Students whose attendance falls to 93% will have a letter sent home advising parents/carers of their current level of attendance and may be subject to an action plan to avoid them becoming a persistent absentee (currently attendance of 90% or below). Parents will be invited in for an informal attendance meeting where an action plan will be drawn up by the Head of Year/SLT Attendance Lead with support from the school's Attendance Officer.

Parents of students whose attendance continues to remain poor may be subject to legal action and placed on the Local Authorities 'Fast Track to Attendance'. If this happens, parents could receive a fine or be subject to a Parenting Order/Education Supervision Order or a School Attendance Order.

We work with parents, students, and external agencies to try to resolve any issues that may impact on a child's attendance, and to offer early help and interventions as soon as possible. In those rare cases where we are unable to make meaningful contact with parents, or where parents do not engage with school's offer of support, and the issue with school absence continues, we are asked by BCC to make a more formal early help referral to BCT (Birmingham Children's Trust). This referral does not require parental consent.

Further information is available within Aston Manor Academy's framework for monitoring attendance document (APPENDIX C)

### 4. Punctuality

Students are expected to be punctual to school. A student will receive a breaktime detention



APPENDIX C

**FRAMEWORK FOR MONITORING ATTENDANCE**

Attendance monitoring and concerns discussed at Leadership attendance meeting weekly.

<b>Time scale or level of concern</b>	<b>Attendance profile</b>	<b>What needs to be done</b>	<b>Who by/with who</b>	<b>Next steps / escalation</b>
Day 1 (first day of absence)	Any absence without reason	First day of absence contact – if reason acquired logged on BROMCOM with appropriate code / reason/ approx. return date. If no contact made, log the attempt / leave message/send text and record on BROMCOM	by attendance officer/pastoral support assistants/ office staff	Parents expected to call school everyday of continued absence unless advised by the attendance officer
Day 3 (3 <sup>rd</sup> day absence)	No responses/ contact or there is a concern about explanations for absence	Attendance officer / family support worker to make home visit  Family at home discussion with parents, notes taken, and home visit recorded on BROMCOM reiterate school policy and home school agreement.  If family are not at home standardised letter left following visit with request for contact to be made. Copy of letter logged onto BROMCOM	by attendance officer/pastoral support assistants	Inform HOY and SLT lead of concerns.  Further investigation could be conducted eg contacting Chilwell Croft if known to have a sibling etc
Day 5+ (absent for 5 days or more)	No responses/ contact or there is a concern about explanations for absence	Parents/carers to be invited into school for a meeting. Formal action plan to support attendance to be agreed, individual attendance targets to be included. Date set for further meeting to review the plan.  Meeting notes to be logged on CPOMS as attendance concern/ targeted attendance plan and copy of the attendance action plan.	HOY/SLT member and any other relevant staff eg learning mentor, attendance officer, SENCo	Medical evidence may be requested in support of the absence.  If unable to make contact- SLT/DSL discussion to decide whether to make a referral to outside agencies

\*\*\*At any point the LA attendance lead may be contacted for advice and support

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<b>% Level of concern</b>	<b>Attendance profile</b>	<b>What needs to be done</b>	<b>Who by/with who</b>	<b>Next steps / escalation</b>
93% or less	Identified with attendance below minimum expectation of 95% by Attendance officer/HOY	Standardised letter sent home advising of the current level of attendance and they may be subject to an action plan to avoid becoming persistently absent – Copy of letter logged onto BROMCOM	by form tutor /attendance officer/pastoral support assistants	1 week close monitoring by form tutor/pastoral assistants  If attendance continues to fall/ be cause for concern parents will be invited in to school for a meeting and discussion of supportive action plan
89.9% or less	Identified as persistently absent (below 90%)	<p>Students to be discussed at vulnerable children’s meetings Parents/carers to be invited into school for a meeting. Formal action plan to support attendance to be agreed, individual attendance targets to be included. Date set for further meeting to review the plan.</p> <p>In school strategies identified and put in place – monitoring for 2/4 weeks.</p> <p>Offer of Early Help referral to be made, log of referral/declining support added to CPOMS</p> <p>Medical evidence requests made to family.</p> <p>Meeting notes to be logged on CPOMS as attendance concern/ targeted attendance plan and copy of the attendance action plan, included escalation procedures</p>	by form tutor/ attendance officer and HOY	<p>2/4 week monitoring while on action plan</p> <p>Inform SLT lead &amp; DSL of concern via attendance meeting</p> <p>Parents informed of escalation if attendance remains a concern and the supportive strategies within school are not engaged with</p> <p>If no improvement or there is no engagement, meeting to be held with SLT /safeguarding lead f</p> <p>Escalation could include parents being subject to legal action, placed on the LA fast track to attendance monitoring, being fined, parenting order/education supervision order/ school attendance order etc.</p>
50% or less	Identified as severely absent	As above	SLT/DSL/ Headteacher	<p>As above</p> <p>Where school have been unable to make meaningful contact / parents do not engage with the school offer of support and school absence continues:</p> <ul style="list-style-type: none"> <li>• A formal early help referral will be made to BCT (not requiring consent)</li> </ul>



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				<ul style="list-style-type: none"><li>• Where safeguarding concerns are identified a referral to children's social care will be made</li></ul>
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\*\*\*At any point the LA attendance lead may be contacted for advice and support

APPENDIX D

**Post 16 Attendance Policy and Procedures**

1. Introduction

1.1 High levels of attendance are essential to ensure positive outcomes. Post 16 students are expected to attend all timetabled sessions and directed sessions. Students whose attendance falls below the school target of 95% are less likely to achieve positive results at the end of their programmes of study.

1.2 Students are registered during morning registration and in each lesson they attend. Teachers use Bromcom to record attendance. The accurate and correct recording of attendance is essential. Students must be registered for every period for safeguarding purposes and to ensure they meet the required guided learning hours for each subject.

2. Attendance

2.1 Students are expected to meet the school target of 95+% attendance.

2.2 The Post 16 Administrator monitors registration attendance and lesson attendance. Parent/Carers will be contacted in the event of any unauthorised absence.

3. Student Agreement.

Post 16 Students sign the Learner agreement on joining the sixth form. The terms of the policy are in Appendix C.

4. Registration

All students will be expected to attend timetabled morning registration. All students will be registered at the start of each timetabled lesson.

5. Reporting Absence

5.1 Reasons must be provided for all absences. If a student is unable to attend school the Post 16 Administrator must be informed before 8.30am on the day of absence. Please refer to Appendix E for further information.

5.2 If students are taken ill during the school day and need to leave early, students must inform a member of the sixth form team before leaving in order for parents/carers to be contacted. Students will not be able to leave the school site without parental consent.

5.3 Known absences should be requested at least 24 hours in advance by completing the form available from the Post 16 Administrator. Proof of the appointment must be provided at the time of the request. Students must also inform their teacher in advance.

5.4 Absences to be notified in advance

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1. Medical or dental appointments that cannot be arranged outside of school hours
2. A religious holiday
3. University interviews and open days (2 per year)/Career related interview
4. Driving tests and theory tests
5. Industry placement relevant to course
6. Occasional extracurricular activity relating to significant personal achievement.
7. Attendance at a funeral

5.5 Absences to be notified on the day as soon as possible.

1. Emergency family situation

5.6 Reasons for absence which would not be regarded as acceptable (This list is not exhaustive).

1. Holidays
2. Part or full time work which is not part of the student's programme of study
3. Caring for younger siblings
4. Driving lessons
5. Deliveries and house maintenance issues
6. Routine medical or dental appointments which could be arranged outside of lesson time. Standard Doctor/Dentist appointment

## 6. Punctuality

Students are expected to arrive on time for registration and all timetabled sessions. Registers are taken in all sessions.

Punctuality to registration and lessons is monitored via BROMCOM. Students who are persistently late to lessons or registration will receive a one hour detention on Monday during period 4. If a student continues to be late to lessons, parent/carers will be contacted, and further support and sanctions put in place (using the support with attendance concerns stages of intervention).

## 7 Sanctions

### 7.1 Missed Lessons/Persistent Absence

The Post 16 Administrator will run a persistent absence and missed lesson report at the end of each two-week cycle using BROMCOM. Post 16 students are required to meet the guided learning hours as outlined in their programme of study. Teachers will be informed of students who have missed lessons. Work will be made available on the school online platforms for absent students to access.

7.2 Students whose absence falls below the school target of 95% owing to ongoing health issues will be supported on a case-by-case basis to ensure they are fit for study and are remaining on track to achieve or exceed their expected outcomes.

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7.3 Students with no extenuating circumstances, whose absence falls below the school target of 95%, and/or who do not meet the required guided learning hours will be placed on attendance monitoring. Students may be subject to (and not limited to) the following support or sanctions:

1. Loss of privileges including, including Monday afternoon leave or being restricted from leaving college in social times
2. Directed to attend college on a Wednesday to catch up on work missed and work under supervision
3. Payment of examination entry fees
4. Withdrawal from examination entry
5. Academic mentoring programme

### **Support for attendance concerns**

STAGE 1 – Attendance/Tutor PA Report Attendance below 90%

- Should attendance decline to 90% or below the student will be issued with “Persistently Absent” report by their HOY, this will be completed weekly to closely monitor the student’s attendance
- Tutors will discuss any issues/barriers that are impacting your child’s attendance to school during Personal Tutoring sessions
- A letter will be sent to parents/carers informing you of your child’s attendance.
- Attendance will be monitored for approximately 7 weeks.

STAGE 2 – Head of Year intervention for continued poor attendance

- A letter will be sent to the parents/carers of the student informing them of the situation and inviting them into school for a meeting with the Head of Year where we will address the main issues and agree targets and support actions to help improve your child’s attendance.
- An Attendance Action Plan will be issued, and action points put into place that are agreed by the Head of Year and the student.
- We will monitor and review your child’s attendance over the following weeks to identify any significant improvement in their attendance.
- If this has been achieved, then no further intervention/action will be taken at this stage. Should attendance not improve, or decline further we will implement the next step, as agreed at the previous Attendance meeting.

STAGE 3 – Assistant Headteacher of Sixth Form Intervention for failure to meet the requirements set by the attendance agreement

- A letter will be sent to the parents/carers of the student informing them of the situation and inviting them to a meeting.
- The student will be asked to meet with the Assistant Headteacher of Sixth Form with parents/carers. The Attendance Officer and Year Team may also be invited.
- A written warning will be issued if appropriate.

STAGE 4 – Senior Leadership Intervention Continued failure to meet requirements of attendance agreement

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- Possible request to leave Sixth Form if student is persistently absent from school and refuses to engage in intervention procedures.
- Appropriate disciplinary proceedings will be decided by the Head Teacher.
- The parents/carers of the student will be involved in the process.

Appendix E

**Reporting absence in the 6<sup>th</sup> Form**

By phone : 0121 359 8108, option 1235/1234

By email : srobinson@astonmanoracademy.com

All absences should be notified to the Sixth form Administrator either in advance where possible or as soon as possible on the day if it is unexpected.

**What if I know I am going to be absent?**

Before the day:

- Email / speak to the Sixth Form Admin using the email address above with your absence and attach any evidence or forward an email confirmation of an appointment or university visit
- Let your teachers know that you are going to be absent and find out what work you will be missing.
- Make sure that you have caught up on the missed work before the next lesson

**What if I do NOT know that I am going to be absent in advance?**

By 8.45am or as early as you can on the day, you or your parents should contact the school by telephone, giving the reason for your absence

**What if I'm ill during the school day and need to go home before my last lesson?**

If you are taken ill during the school day and need to leave early, you must inform a member of the sixth form team before leaving in order for parents/carers to be contacted

**Some more important points**

- The school and 6<sup>th</sup> form does not authorise holiday in term time
- Appointments should be made outside lesson times where at all possible, evidence will need to be provided at the time of arranging any known absence
- School and 6<sup>th</sup> form may make a referrals to the family support worker if we are unable to contact parents. This is in order to discharge our safeguarding duties. The family support worker will make 'reasonable enquiries' to include a home visit.

**APPENDIX F**

**CCA Absence Codes**

The following codes are used on the Management Information System Bromcom:

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>/</b>	Present (am)	Pupil is present at morning registration
<b>/</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late before register has closed
<b>#</b>	School closure	Planned whole or partial school closure which is not counted in possible attendances.
<b>B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school. Not dual registration.
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational visit	Pupil is on an educational visit organised, or approved, by the school
<b>Z</b>	Not yet on roll	This code can be used when setting up registers in advance of pupils joining
<b>Authorised absence</b>		
<b>C</b>	Other Authorised circumstance	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

**Equitas Academies Trust**

<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Z</b>	Unable to attend due to exceptional circumstances	Pupil is impacted by a one-off event which is unavoidable, for example the death of a close relative or attendance at a funeral
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	No reason yet provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Late after register closed	Pupil arrived at school after the register closed



## **APPENDIX G**

### **Chilwell Croft Academy Attendance Procedures**

#### **1.Guidelines**

The Senior Leadership Team and Pastoral Team monitor lateness of pupils as being punctual for school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time.

##### **1.1 Attendance Procedure and Responsibilities Registers**

Regular checks on attendance are carried out by all class teachers. The attendance registers are marked twice each day, at the start of the morning session and again in the afternoon to record attendance or absence using Bromcom.

The gates open at 8.40am for all year groups and close at 9:00am so there is a window of 20 minutes where the children can come into school. The school day starts with pupils being welcomed at the classroom door by their teacher and welcome activities.

After the gates close at 9:00am for all year groups, pupils who arrive after these times will be recorded as late to school (L code). The Registers close at 9.30am and after this, lateness is recorded as an unauthorised absence (U code).

The afternoon begins at 12:45pm for Reception, 1:00pm for Years 2 – 4 and 1:30pm for Years 5 and 6. Pupils who arrive after this will be recorded as late to school (L code). Registers close at 1:20pm and 1:35pm respectively. After this, lateness is recorded as an unauthorised absence (U code). All late pupils are recorded in the Late Book based at the reception desk on arrival.

To enable the appropriate coding of attendance or the Registers are checked by Administrative Staff and all absences and persistent lateness are investigated. When the register closes the administrative staff check the messages and operate 'first day calling' for those pupils absent with no reason given.

Pupils are expected to be punctual to school and this is both encouraged and promoted. Where there are concerns about punctuality, the school will make verbal contact with parents/carers.

##### **1.2 First Day Absence Calling**

Parents/carers are expected to call the school before 9am on the first day of a pupil's absence giving the reason for the absence and their expected return date. If a call has not been received, the School Office will attempt to contact parents by telephone to obtain the reason for the absence. Once a reason has been received, the register will be updated by the School Office with the relevant coding and note of the reason given.

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Parents/carers are also expected to call the school each day of continued absence unless advised otherwise by the Senior Leadership Team or Attendance Officer.

### 1.3 Third Day Absence

If a pupil remains absent and there has been no contact from parents/carers then the Attendance Officer will inform the Senior Leadership Team and a visit to the home address will be made to ascertain the reason for the pupils' absence and if still unable to make contact, decide whether to make a referral to outside agencies. Notes of the home visit will be taken and recorded on BROMCOM. If there is no adult/ family member at home a standardised letter from school will be left requesting contact with school.

### 1.4 Absence of five days or more

If a pupil remains absent from school for 5 days or more the school may ask for medical evidence to be provided.

### 1.5 Absence Notes

Notes and phone calls received from parents will be recorded on BROMCOM system. Information given to the Senior Leadership Team, Pastoral Team or Class Teachers will also be recorded on BROMCOM using the speech bubbles. This information will be referred to when there are attendance concerns about a student. The Attendance Officer will send a letter home requesting an absence note when a student returns to school and no explanation has been received or note provided. If no explanation is provided by parents for an absence, it will be recorded as unauthorised.

### 1.6 Authorisation of absence:

The school may request medical evidence to authorise absences immediately before and/or after school holidays where it is likely leave in term time may have been taken.

Additional information or evidence may be requested, e.g. in relation to medical appointments or illness. Medical evidence may include: an appointment letter or a GP appointment card signed / stamped by a receptionist.

The coding for any absences will be in accordance with the guidance provided by the Department for Education (see Appendix F).

## 2. Frequent Absence

It is the responsibility of the Attendance Officer to raise concerns over a pupil's continued absence with the Senior Leadership Team. Further investigations including a home visit will take place.

## 3. Persistent and Unauthorised Absence

**At what % do we send a letter?**

## **Equitas Academies Trust**

Pupils whose attendance falls to 93% will have a letter sent home advising parents/carers of their current level of attendance and may be subject to an action plan to avoid them becoming a persistent absentee (currently attendance of 90% or below). Parents will be invited in for an informal attendance meeting with a member of the Senior Leadership Team and the school's Attendance Officer.

If a child has not been at school and no contact has been made with parents, then a home visit by the Attendance Officer will be undertaken, particularly if there are any additional safeguarding concerns. If a child is absent from school for 10 days and cannot be located then the child may be reported to the local authority as a Child Missing in Education. There is also a statutory obligation to report any child to the local authority if there has been an absence for 10 or more days unless agreed as a holiday.

Parents of pupils whose attendance continues to remain poor may be subject to legal action and placed on the Local Authorities 'Fast Track to Attendance'. If this happens, parents could receive a fine or be subject to a Parenting Order/Education Supervision Order or a School Attendance Order.

We work with our families and external agencies to try to resolve any issues that may impact on a child's attendance, and to offer early help and interventions as soon as possible. In those rare cases where we are unable to make meaningful contact with parents, or where parents do not engage with school's offer of support, and the issue with school absence continues, we are asked by Birmingham City Council to make a more formal early help referral to BCT (Birmingham Children's Trust). This referral does not require parental consent.

### **4. Monitoring of Attendance**

The attendance of children from Reception to Year 6 is monitored and the following systems are in place for addressing attendance:

- Each week an attendance tracker is produced using Bromcom showing every child's percentage attendance.
- The Headteacher/Deputy Headteacher and Attendance Officer look at children's attendance under 95% with a particular focus on those under 90% (the figure classed as persistent absence).
- Parents may be contacted either by letter or phone informing them that their child's attendance and/or punctuality is low and a meeting may be requested.
- Minutes are taken from that meeting. The purpose of these meetings are to:
  - Make parents aware of their child's attendance and/or punctuality.
  - Discuss reasons for absence.
  - Look at additional support that may be available, for example Early Help, School Nurse.
  - Look at strategies for promoting good attendance, for example: reward charts.
  - Raise awareness of the impact of good attendance on pupil outcomes.
  - Ensure that parents understand the impact and possible consequences of further absence.

### **5. Analysing attendance**

Attendance and absence data is regularly analysed to identify pupils or cohorts that need additional support with their attendance and analysed to provide targeted support to these pupils and their families.

Historic and emerging patterns of attendance and absence are looked at and then strategies are developed to address these patterns.

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### 6. Using data to improve attendance

Provide regular attendance reports to, and other school leaders, to facilitate discussions with pupils and families throughout the academic year.

Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

Data is used to target attendance improvement efforts to specific pupils/families and cohorts who need it most. There is weekly, half termly and termly analysis on a whole school and individual pupil basis. Comparisons are drawn with national data.

The individual needs of families with specific barriers to attendance are considered with obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child Articles 28 and 29 considered:

#### **Article 28 (Right to Education)**

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

#### **Article 29 (Goals of Education)**

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

### 7. Reporting on attendance

Each term a monitoring report is produced and shared with the school leadership team and the Governors as part of the Headteacher report.

### 8. Rewarding attendance

**Good and improving attendance is incentivised through certificates and awards in half termly celebration assemblies.**

Individual high attendance is acknowledged. At the end of each term, children whose attendance is 100% are presented with a certificate in assembly. At the end of the school year children whose attendance is 100% are presented with a special prize-.